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ABSTRACT

This brochure contains guidelines concerning the use of the master control panel of the language laboratory at the University of Hawaii. Three sections of guidelines are provided: (1) master control panel including teacher headset functions and student booth functions, (2) "things to know"--including the switch functions, instant communication features, and session types, and (3) check lists for class laboratory sessions. The final section refers to several types of programs: (1) console program only, (2) prerecorded cartridges only, (3) console program and blank cartridges, (4) live program and blank cartridges, and (5) automatic test tape and blank cartridges. For the companion document, see FL 003 601. (RL)

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# GUIDELINES to CONSOLE UTILIZATION

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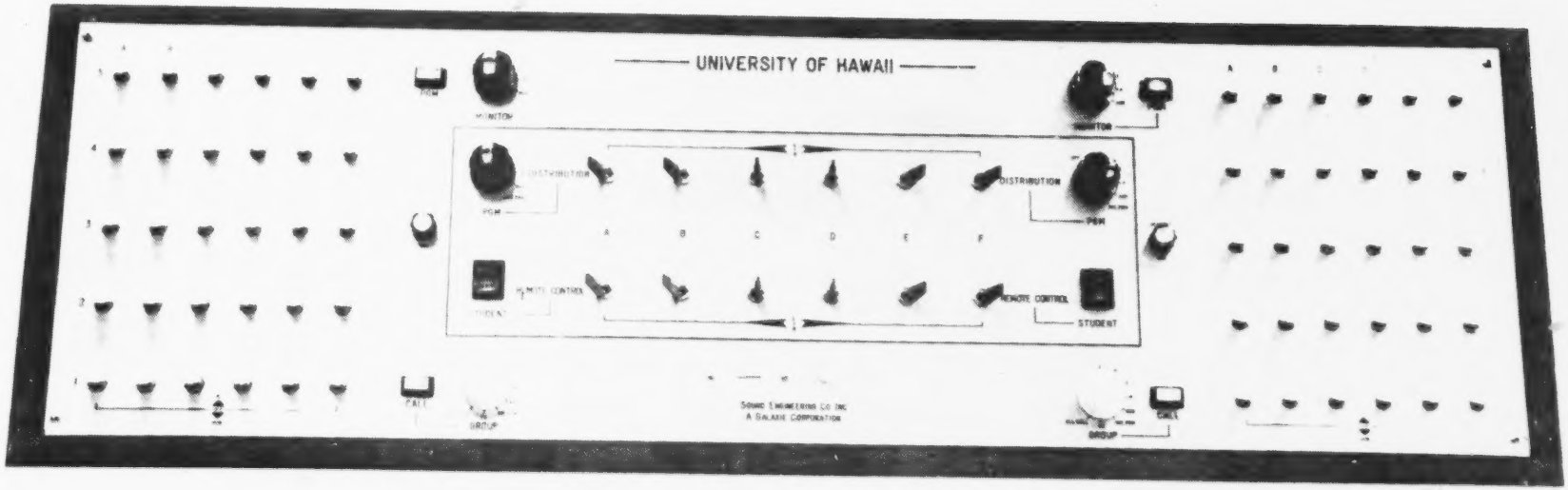


MASTER CONTROL PANEL

Dual Teacher Console

**FOREIGN LANGUAGE LABORATORIES**

**University of Hawaii, Manoa Campus**

FL003 603

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## *F O R E W O R D*

This brochure is intended for use in a Workshop situation where the relationship of the mechanical devices available at the Teacher Console and the pedagogical functions they provide can be made apparent not only in theory but in practice as well. Once the terminology and the logic of the Master Control Panel are understood, the initiate is likely to find a whole new teaching dimension opening up to him.

These guidelines will also be found useful in the privacy of your office while preparing for your next class lab session. A schematic approach has been used in the explanation of the Master Control Panel (Part I) and in the listing of lab activities by type (Part III) to permit quick and easy referral to these pages either while at the console or away from it.

Please be assured that a mechanical aptitude is in no way a requisite for learning to "fly solo" at the console. All that's needed is a thorough understanding of what it can do for you and your students, together with a willingness to try new ways of doing things.

*First Edition*
*August 1972*

*J.R.T.*

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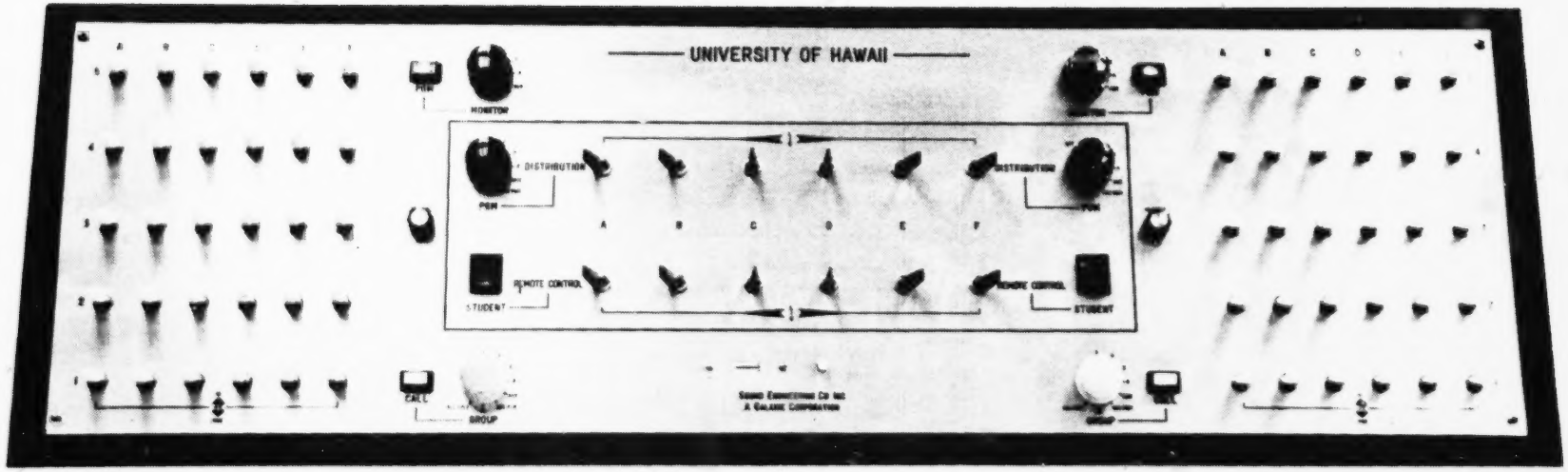



**MASTER CONTROL PANEL**

Dual Teacher Console

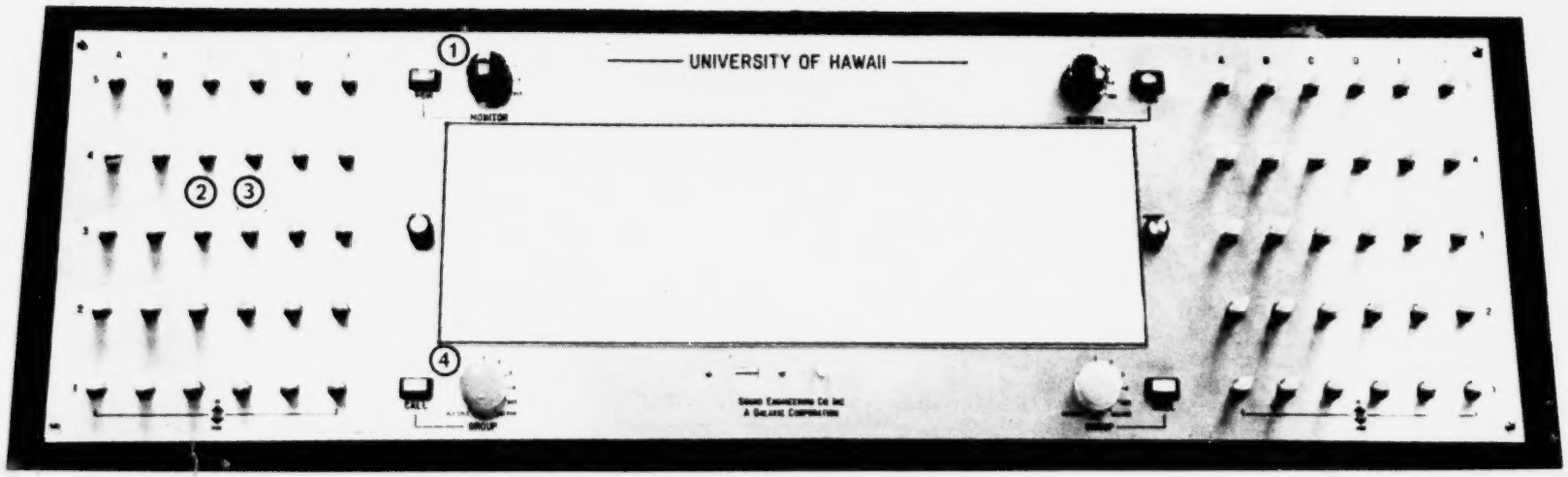
# PART I

## MASTER CONTROL PANEL

THE OUTER PANEL: TEACHER HEADSET FUNCTIONS

THE INNER PANEL: STUDENT BOOTH FUNCTIONS

## OUTER PANEL




## TEACHER HEADSET

### LISTEN

**Controls**

① Blue Knob and Switch

Hold down switch (blue light) to monitor console program accessed by rotary knob.

② White Toggles

Hold down to MON position.

**Functions**

① Program Monitor

Five program possibilities: PGM 1, 2, 3, or 4; also AUX.

② Student Monitor

Teacher's listening is undetected by student.

### TALK

**Controls**

③ White Toggles

Hold up to IC position.

④ Yellow Knob and Switch

Hold down switch (yellow light) to address all students receiving program indicated by rotary knob.

**Functions**

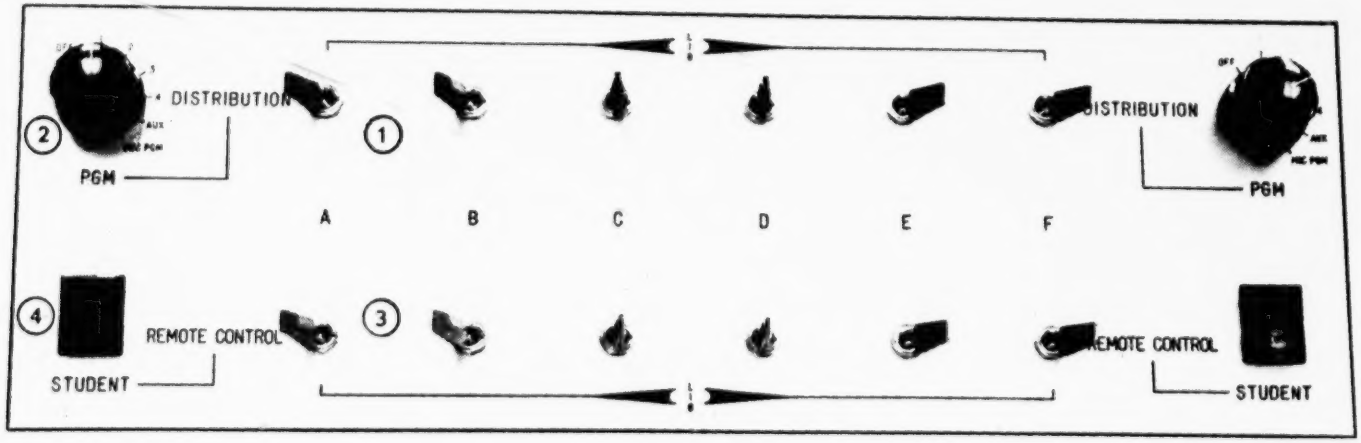
③ Student Intercom

Booth program is automatically muted.

④ Group Call

Seven group possibilities: PGM 1, 2, 3, 4, or AUX; also P.A. and ALL CALL.
Group program is automatically muted.

## INNER PANEL




## STUDENT BOOTHS

| Controls | Functions |
|---|---|
| **PROGRAMS** | |
| ① Black Toggles<br>Flip to Left Teacher, LIB (center), or Right Teacher. | ① Assignment by Row<br>The left or right position assigns students to the left or right PGM DISTRIBUTION knob. In LIB position, students can practice from cartridge programs with no console program involved. |
| ② Black Knob<br>Rotate to MIC PGM if the teacher's voice is the program. | ② Distribution<br>Six program possibilities: PGM 1, 2, 3, 4, or AUX; also MIC PGM. |
| **DECKS** | |
| ③ Red Toggles<br>Flip to Left Teacher, LIB (center), or Right Teacher. | ③ Assignment by Row<br>The left or right position assigns students to the left or right STUDENT REMOTE CONTROL switches. In LIB position, students have full control of their cartridge deck functions. |
| ④ Green and Red Switches<br>Push ON (green or red light). Push OFF. | ④ Remote Controls<br>The RECORD switch controls the STOP and GO function of the student decks as well as the RECORD mode on both tracks. |

# PART II

## THINGS TO KNOW

1. THE SWITCHES
2. INSTANT COMMUNICATION
3. SESSION TYPES

# 1. THE SWITCHES

An appreciation of the various types of switches used on the MASTER CONTROL PANEL will help understand the functional logic of the console.

In general, switches can be grouped into two broad categories: the "momentary" type which has to be held down or up to function, and the "alternate" type which, once it is flipped or pushed, will stay ON or OFF.

## A. THE MOMENTARY TYPE

All switches found on the OUTER PANEL of the Master Control Panel are of the momentary type because of the nature of the functions they control. A teacher using his headset can either monitor a program or a student, or talk to one student or a group of students. Since these functions are mutually exclusive, the use of momentary switches is a simple way to insure that only one of these controls is used at one time.

The momentary switches found on the OUTER PANEL are of two kinds: lighted PUSH ON-OFF for PGM MONITOR (blue light) and GROUP CALL (yellow light), three-way non-locking toggles for student MON and IC.

B. THE ALTERNATE TYPE

All switches found on the INNER PANEL of the Master Control Panel are of the alternate type because of the continuous functions they must provide. Once a specific row of booths has been assigned to one side of the console, it usually remains there until the end of the session. The same logic applies to the remote control switches which should be allowed to stay in the RECORD or REWIND mode while the teacher attends to something else.

The alternate switches found on the INNER PANEL are of two kinds: lighted PUSH ON - PUSH OFF for student RECORD (red light) and REWIND (green light), three-way locking toggles for row assignments.

C. THE ROTARY KNOBS

Rotary knobs are used whenever a large selection of alternate settings must be provided. They can either be of the momentary or alternate type. In the case of our MASTER CONTROL PANEL, the three knobs involved -- PGM DISTRIBUTION (black), PGM MONITOR (blue), and GROUP CALL (yellow) -- are used to preset console functions at the beginning of a lab session.

## 2. INSTANT COMMUNICATION

Common to all types of lab sessions are the means to communicate between the console and the booths. Since the need for communication between teacher and students can occur at any time during the session, only those actions that can be planned for have been included in the CHECK LISTS provided in PART III of this brochure. For this reason, it is essential that teachers learn -- above everything else -- how to communicate instantly under all kinds of lab situations: as the students enter the lab, while they are practicing in lockstep, while they are on library mode, etc. In most cases, effective communication will require the stopping of the student decks first (see C below).

### A. MONITOR/INTERCOM

The white toggle switches on either side of the console provide private communication with individual students. The layout of the switches corresponds to the geographical layout of the booths. These toggle switches are of the three-way non-locking type: up to intercom (IC), down to monitor (MON), center to OFF (normal position).

Monitoring cannot be detected by the students. Intercom, on the

other hand, is quite detectable not only because of the teacher's live microphone but also because of program muting. Whenever a white toggle is on IC, the program being listened to in the booth will automatically be muted down to permit two-way conversation.

B. GROUP CALL

The GROUP CALL functions are organized around program activities. The yellow rotary knob is used to select the activity and the yellow switch to effect the communication with the group involved in that particular activity.

There are several group possibilities:

1). All students receiving console programs #1, 2, 3 or 4.

2). All students receiving an auxiliary program plugged into the console.

3). All students sitting in the lab regardless of their program activities. In this instance, there is a choice of talking to the entire lab through the student headphones and the room speaker (PA) or through the student headphones only (ALL CALL).

Whenever on GROUP CALL, the program heard by the group involved will be muted, giving automatic precedence to the teacher's voice.

C. STOP EVERYTHING

It will be noted that the use of INTERCOM or GROUP CALL does not interrupt the program; it merely mutes it. For this reason, a teacher often prefers to stop all lab activities before making an announcement.

There are three ways to secure the students' undivided attention depending upon the type of activities in progress:

1). *IF THE STUDENTS ARE RECEIVING A CONSOLE PROGRAM BUT ARE NOT RECORDING IT,* simply stop the console program deck.

2). *IF THE STUDENTS ARE RECORDING THE CONSOLE PROGRAM YOU ARE SENDING THEM,* stop the console program deck and simultaneously push the student remote RECORD switch OFF.

3). *IF THE STUDENTS ARE PRACTICING IN LIBRARY STYLE,* flipping the appropriate red toggles to your side of the console will stop their decks.

## 3. SESSION TYPES

Class lab activities have been categorized into five types of lab sessions for the sake of learning how to use the console:

TYPE I - CONSOLE PROGRAM ONLY

The teacher plays a lesson tape at the console and monitors/ intercoms each student in turn while they practice in lockstep without recording the program.

TYPE II - PRE-RECORDED CARTRIDGES ONLY

The students practice from pre-recorded cartridges from the beginning of the session, as is the case in the Library Labs. The difference here is that they are being monitored from the console.

TYPE III - CONSOLE PROGRAM & BLANK CARTRIDGES

There are two phases to this type of lab session:

Phase 1: The students practice in lockstep while recording the console program and themselves.

Phase 2: The students practice in library style using the recording just made.

TYPE IV - LIVE PROGRAM & BLANK CARTRIDGES

The teacher's voice is the program and can be recorded on the student cartridges like any other console program, if desired.

If not, the teacher can manually remote control his students' decks to permit their recording only during the pauses he provides for them to respond.

TYPE V - AUTOMATIC TEST TAPE & BLANK CARTRIDGES

To the test tape has been added a tone signal which automatically activates the student recorders during the pauses provided for the students to respond. The result is an uninterrupted series of answers which can be evaluated in a fraction of the time it took to administer the test.

# PART III

## CLASS LAB SESSIONS --

## CHECK LISTS

TYPE I: CONSOLE PROGRAM ONLY

TYPE II: PRE-RECORDED CARTRIDGES ONLY

TYPE III: CONSOLE PROGRAM & BLANK CARTRIDGES

TYPE IV: LIVE PROGRAM & BLANK CARTRIDGES

TYPE V: AUTOMATIC TEST TAPE & BLANK CARTRIDGES

# CLASS LAB SESSION — TYPE I

## CONSOLE PROGRAM ONLY

| What to do | How to do it |
|---|---|
| **GETTING READY** | |
| 1. Preliminary checks. | 1. Console turned ON (orange light)?<br>All other lights OFF?<br>Appropriate black and red toggles on LIB (center)? |
| 2. Select console program deck. | 2. Switch deck ON (orange light).<br>Select speed. Thread tape. |
| 3. Preset controls. | 3. PGM DISTRIBUTION knob (black) on selected program.<br>PGM MONITOR knob (blue) on selected program.<br>GROUP CALL knob (yellow) on selected program. |
| 4. Set program output level. | 4. Start tape and adjust LEVEL using VU meter. |
| 5. Set teacher headset's level. | 5. Put on headset.<br>Hold down PGM MONITOR switch (blue light) and adjust HEADSET VOL for comfort. |
| 6. Recue program tape. | 6. Rewind program tape to beginning. |
| **THE SESSION** | |
| 1. Assign rows for program distribution purposes. | 1. Flip black toggles to your side. |
| 2. Start program deck. | 2. Touch "P" to put deck into PLAY. |
| 3. To monitor/intercom each student in turn: | 3. Use white toggles: down to MON and up to IC. |
| 4. To address all students listening to the same program: | 4. Touch "S" to STOP program deck.<br>Hold down GROUP CALL switch (yellow light). |
| **END OF SESSION** | |
| 1. Leave all settings in neutral. | 1. Rewind program tape.<br>All toggles to LIB (center).<br>PGM DISTRIBUTION knob (black) on OFF position. |

CLASS LAB SESSION TYPE II

PRE-RECORDED CARTRIDGES ONLY

| What to do | How to do it |
|---|---|
| **GETTING READY** | |
| 1. Preliminary checks. | 1. Console turned ON (orange light)?<br>All other lights OFF?<br>Appropriate black and red toggles on LIB (center)? |
| 2. Preset controls: | 2. <u>If sharing the lab</u>:<br><br>Flip black toggles to your side.<br>PGM DISTRIBUTION knob (black) on any deck program.<br>GROUP CALL knob (yellow) on same deck program.<br><br><u>If alone in the lab</u>:<br><br>GROUP CALL knob (yellow) on ALL CALL. |
| **THE SESSION** | |
| 1. To address all your students together before the session begins: | 1. Hold down GROUP CALL switch (yellow light). |
| 2. To monitor/intercom each student in turn: | 2. Use white toggles: down to MON and up to IC. |
| 3. To address all your students together after the session has begun: | 3. Flip red toggles to your side to stop student decks.<br>Hold down GROUP CALL switch (yellow light).<br>Flip red toggles to LIB (center) to resume session. |
| **END OF SESSION** | |
| 1. Ask students to rewind cartridges, then to lift them off the slots. | 1. Hold down GROUP CALL switch (yellow light). |
| 2. Leave all settings in neutral. | 2. All toggles on LIB (center).<br>PGM DISTRIBUTION knob (black) on OFF position. |

CLASS LAB SESSION TYPE III

## CONSOLE PROGRAM & BLANK CARTRIDGES

| What to do | How to do it |
|---|---|
| **GETTING READY** | |
| 1. Preliminary checks. | 1. Console turned ON (orange light)?<br>All other lights OFF?<br>Appropriate black and red toggles on LIB (center)? |
| 2. Select console program deck. | 2. Switch deck ON (orange light).<br>Select speed. Thread tape. |
| 3. Preset controls. | 3. PGM DISTRIBUTION knob (black) on selected program.<br>PGM MONITOR knob (blue) on selected program.<br>GROUP CALL knob (yellow) on selected program. |
| 4. Set program output level. | 4. Start tape and adjust LEVEL using VU meter. |
| 5. Set teacher headset's level. | 5. Put on headset.<br>Hold down PGM MONITOR switch (blue light) and adjust HEADSET VOL for comfort. |
| 6. Recue program tape. | 6. Rewind program to beginning. |
| **TEST RUN** | |
| 1. Take over all student booth functions. | 1. Flip black and red toggles to your side. |
| 2. Make sure all cartridges are rewound. | 2. Push remote REWIND switch ON (green light).<br>Push OFF. |
| 3. Record students while they talk for about 6 seconds. | 3. Push remote RECORD switch ON (red light).<br>Push OFF. |
| 4. Rewind all cartridges. | 4. Push remote REWIND switch ON (green light).<br>Push OFF. |
| 5. Ask students to PLAYBACK the recording just made. | 5. Hold down GROUP CALL switch (yellow light). |
| 6. Give students control of their decks. | 6. Flip red toggles to LIB (center). |

## PHASE 1 - LOCKSTEP STYLE

| | |
|---|---|
| 1. Take control of the student decks. | 1. Flip red toggles to your side. |
| 2. Rewind cartridges. | 2. Push remote REWIND switch ON (green light).<br>Push OFF. |
| 3. Start program deck and student decks together. | 3. Touch "P" to put deck into PLAY.<br>Simultaneously push remote RECORD switch ON (red light). |

## PHASE 2 - LIBRARY STYLE

| | |
|---|---|
| 1. Give students control of their decks. | 1. Flip red toggles to LIB (center). |
| 2. To monitor/intercom each student in turn: | 2. Use white toggles: down to MON and up to IC. |
| 3. To address all your students together: | 3. Flip red toggles to your side to stop student decks.<br>Hold down GROUP CALL switch (yellow light).<br>Flip red toggles to LIB (center) to resume session. |

## END OF SESSION

| | |
|---|---|
| 1. Ask students to rewind cartridges, then to lift them off the slots. | 1. Hold down GROUP CALL switch (yellow light). |
| 2. Leave all settings in neutral. | 2. Rewind program tape.<br>All toggles on LIB (center).<br>PGM DISTRIBUTION knob (black) on OFF position. |

C L A S S  L A B  S E S S I O N  T Y P E  I V

## LIVE PROGRAM & BLANK CARTRIDGES

| What to do | How to do it |
|---|---|
| **GETTING READY** | |
| 1. Preliminary checks. | 1. Console turned ON (orange light)? All other lights OFF? |
| 2. Take over all student booth functions. | 2. Flip black and red toggles to your side. |
| 3. Preset controls. | 3. PGM DISTRIBUTION knob (black) on any deck program. GROUP CALL knob (yellow) on same deck program. |
| 4. To make announcements: | 4. Hold down GROUP CALL switch (yellow light). |
| **TEST RUN** | |
| 1. Make sure all cartridges are rewound. | 1. Push remote REWIND switch ON (green light). Push OFF. |
| 2. To become a live program: | 2. Rotate PGM DISTRIBUTION knob (black) to MIC PGM. |
| 3. Record yourself and your students during a short question/answer run. | 3. Push remote RECORD switch ON (red light). Push OFF. |
| 4. To stop being a live program. | 4. Rotate PGM DISTRIBUTION knob (black) to same setting as GROUP CALL knob (yellow). |
| 5. Ask students to REWIND and PLAYBACK the recording just made. | 5. Hold down GROUP CALL switch (yellow light). |
| 6. Give students control of their decks. | 6. Flip red toggles to LIB (center). |

## PHASE 1 - LOCKSTEP STYLE

| | |
|---|---|
| 1. Take control of the student decks. | 1. Flip red toggles to your side. |
| 2. Rewind cartridges. | 2. Push remote REWIND switch ON (green light). |
| 3. To become a live program: | 3. Rotate PGM DISTRIBUTION knob (black) to MIC PGM. |
| 4. (a) If students are to record on both tracks, i.e., both your questions and their answers: | 4. (a) Push remote RECORD switch ON (red light), and proceed. |
| (b) If students are to record only their answers: | (b) Leave remote RECORD switch ON (red light) only during the pauses needed for students to respond. Push switch OFF when it's your turn to talk. |
| 5. To stop being a live program: | 5. Rotate PGM DISTRIBUTION knob (black) to same setting as GROUP CALL knob (yellow). |
| 6. Rewind all cartridges. | 6. Push remote REWIND switch ON (green light). Push OFF. |

## PHASE 2 - LIBRARY STYLE

(IF PHASE 1 WAS RECORDED ON BOTH TRACKS)

| | |
|---|---|
| 1. Ask students to PLAYBACK recording just made. (NOTE: They will be able to RE-RECORD too). | 1. Hold down GROUP CALL switch (yellow light). |
| 2. Give students control of their decks. | 2. Flip red toggles to LIB (center). |
| 3. To monitor/intercom each student in turn: | 3. Use white toggles: down to MON and up to IC. |
| 4. Ask students to rewind cartridges. | 4. Hold down GROUP CALL switch (yellow light). |

## END OF SESSION

| | |
|---|---|
| 1. Ask students to lift cartridges off the slots. | 1. Hold down GROUP CALL switch (yellow light). |
| 2. Leave all settings in neutral. | 2. All toggles in LIB (center). PGM DISTRIBUTION knob (black) on OFF position. |

CLASS LAB SESSION TYPE V

## AUTOMATIC TEST TAPE & BLANK CARTRIDGES

| What to do | How to do it |
|---|---|
| **GETTING READY** | |
| 1. Preliminary checks. | 1. Console turned ON (orange light)?<br>All other lights OFF?<br>Appropriate black and red toggles on LIB (center)? |
| 2. Select console program deck #1 or #4. | 2. Switch deck ON (orange light).<br>Flip AUTO TESTING toggle ON (orange light).<br>Select speed. Thread tape. |
| 3. Preset controls. | 3. PGM DISTRIBUTION knob (black) on selected program.<br>PGM MONITOR knob (blue) on selected program.<br>GROUP CALL knob (yellow) on selected program. |
| 4. Set program output level. | 4. Start tape and adjust LEVEL using VU meter. |
| 5. Set teacher headset's level. | 5. Put on headset.<br>Hold down PGM MONITOR switch (blue light) and adjust HEADSET VOL for comfort. |
| 6. Recue program tape. | 6. Rewind program to beginning. |
| **TEST RUN** | |
| 1. Take over all student booth functions. | 1. Flip black and red toggles to your side. |
| 2. Make sure all cartridges are rewound. | 2. Push remote REWIND switch ON (green light).<br>Push OFF. |
| 3. Record students while they talk for about 6 seconds. | 3. Push remote RECORD switch ON (red light).<br>Push OFF. |
| 4. Rewind all cartridges. | 4. Push remote REWIND switch ON (green light).<br>Push OFF. |
| 5. Ask students to PLAYBACK the recording just made. | 5. Hold down GROUP CALL switch (yellow light). |
| 6. Give students control of their decks. | 6. Flip red toggles to LIB (center). |

| | |
|---|---|
| **THE SESSION** | |
| 1. Take control of the student decks. | 1. Flip red toggles to your side. |
| 2. Rewind all cartridges. | 2. Push remote REWIND switch ON (green light). Push OFF. |
| 3. Start program deck. | 3. Touch "P" to put deck into PLAY. |
| 4. To check adequacy of pauses provided: | 4. Use white toggles in MON position only. |
| **END OF SESSION** | |
| 1. (a) If another group is to use the same cartridges, ask students to lift cartridges off the slots. | 1. (a) Hold down GROUP CALL switch (yellow light). |
| (b) If your group is the only one or the last one to use the cartridges, rewind the cartridges and collect. | (b) Push remote REWIND switch ON (green light). Push OFF. |
| 2. Leave all settings in neutral. | 2. Rewind test tape.<br>All toggles on LIB (center).<br>PGM DISTRIBUTION knob (black) on OFF position. |